

RULES FOR THE HIRING HALL

**SIGNING OF THE OUT-OF-WORK LIST WILL BE ALLOWED AT THE FOLLOWING
TIMES AND PLACES:**

7:00 A.M. to 3:30 P.M. at the **Plymouth** Office on all normal business days.
(612-781-3126)

7:00 A.M. to 3:30 P.M. at the **Grand Rapids** Office on days when it is manned.
(Call first @ 218-326-0533)

At any Mo-Valley Unit (160.3) regular meeting.

1. No applicant presently employed in the electrical industry will be allowed to sign the Out-of-Work List.

(a) If a person on a leave of absence from a signatory contractor, goes to work for another employer in the electrical industry he/she will immediately have his/her leave of absence considered null and void.

(b) If a person on leave of absence from a signatory contractor goes on Honorary or Participating Withdrawal from the Local Union, his/her leave of absence will immediately be considered null and void.

2. The signing of the Out-of-Work List shall be allowed on regular workdays during the hours stated above. Applicants may apply online or in person and will be placed on the Out-of-Work List in the appropriate book for which they are qualified. Individuals not working in the jurisdiction of Local 160 shall be entered on the Out-of-Work List only if they are not working in the electrical industry. Anyone wishing to sign the Out-of-Work list shall present the following:

(a) IBEW Official paid up dues receipt (if applicable)

(b) A letter on the applicable Local Union letterhead, signed by their Business Manager or his Representative, stating their full name, card number and current standing with their Local Union. (if applicable)

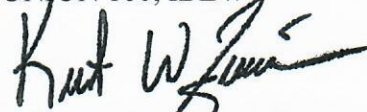
(c) Termination slip

3. Applicants must reregister between the 10th & the 16th of each month at one of the offices named above, either in person, mail, or online, using the standard reregistration forms available at the Referral Office or online. Only applicants in good standing with the Local Union will be reregistered. The Union will also accept regular mail, faxes and email (form must be signed, scanned and emailed) to be re-registered, however, any problems arising from untimely letters, faxes, or emails shall be the applicant's responsibility.

4. The referral procedure of Local Union 160 will be to dispatch between the hours of 7:00 A.M. and 3:30 P.M. on regular workdays. Persons will be contacted in the order of their position on the Out-of-Work List, within their classification, to fill orders for job applicants placed by employers.

5. Members or persons on the Out-of-Work List must be available at the phone number they listed when they signed the Out-of-Work List or be in the Local Union Office during this eight and one half (8.5) hour period. During this eight and one half (8.5) hour period an attempt will be made to contact persons by phone, one time only. If contact cannot be made by this one call, the next person on the Out-of-Work List in the classification needed will be called.
6. It is the responsibility of each applicant to inform this office of changes of phone number or anything related to employment referral that the Local Union should know.
7. Registrants will be allowed two (2) turndowns without penalty. They will be removed from the Out-of-Work List completely for a third turndown. They must re-register in person or online after being removed.
8. Being unavailable (ex. Member not answering the phone...etc.) when work would have been offered to the registrant shall be considered a turndown. Rejection of the applicant by an employer is not a turndown.
9. Registrants must be available to report for work within twenty-four (24) hours after receiving and accepting a call from the Local Union, and if the Registrant will not be able to report within 24 hours, the call will be considered a turndown.
10. The Business Manager shall remove from the Out-of-Work List, the name of any applicant who accepts a Referral, but fails to report for work and so note these facts on the back of the applicant's referral.
11. All applicants for Referral must appear in person at the Union Office or via email to receive an "Official Referral Slip" which is to be presented to the Job Steward (if applicable) or to the Employer. All emailed referral slips MUST be signed and returned via email within twenty-four (24) hours.
12. Applicants who are referred and employed for fourteen (14) consecutive days, (two weeks) or less, regardless of the number of hours worked, shall retain their place on the Out-of-Work List.
13. When an applicant goes to work in the electrical industry, his/her name shall be removed from the Out-of-Work list.

LOCAL UNION 160, IBEW



Kurt W. Zimmerman, Business Manager

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